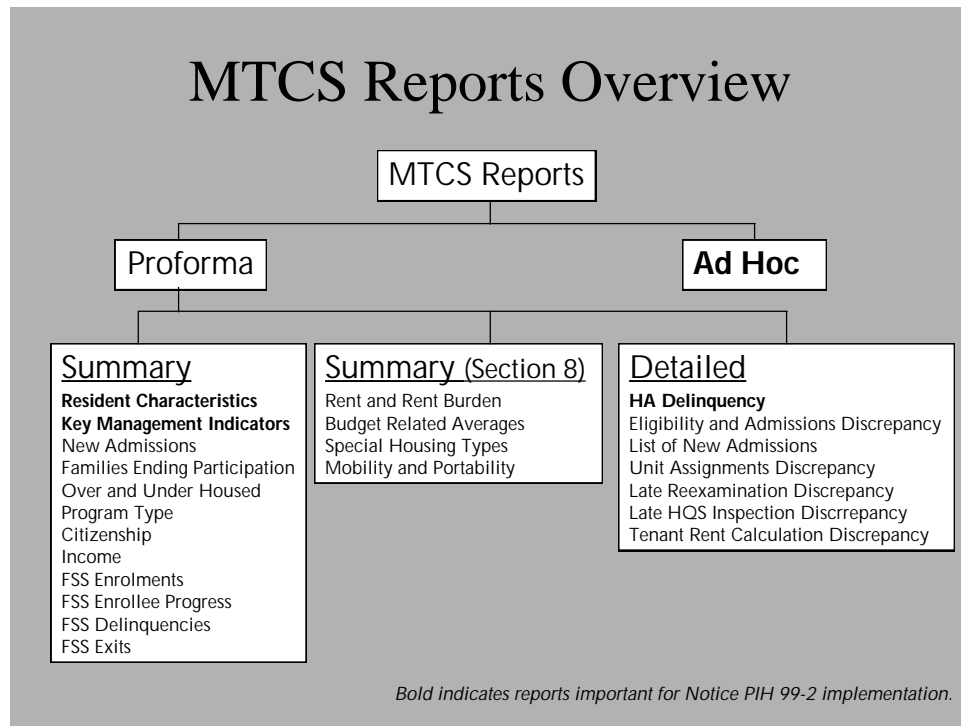


MTCS Report Definitions



PROFORMA REPORTS

SUMMARY REPORTS

***Resident Characteristics Report** provides demographic and income information that sets the stage for an analysis of PHA operations. Also provides information on who the PHA serves and the level of service.

***Key Management Indicators Report** provides information about the volume of PHA activity, identifies possible errors, and includes descriptive data related to PHA policies. Use to identify those PHAs which require special attention.

New Admissions Report provides all of the information found in the Resident Characteristics Report for households admitted during the past 12 months plus average wait times. Indicates the success of outreach activities that assist under-served populations.

Participant Handout

Families Ending Participation Report provides demographic and income information for families who ended participation during the past 12 months. Information similar to fields found on Resident Characteristics Report.

Over and Under housed Report summarizes the characteristics and percent of households who are over or under housed by household type, race and ethnicity.

Program Type Report summarizes the total number of assisted or occupied units and the total number of households for each program type.

Citizenship Report summarizes information about the citizenship of families who reside in Public Housing or who receive Section 8 assistance. Includes distributions for all families, new admissions, and end of participations.

Income Report summarizes information about the income of families who reside in Public Housing or who receive Section 8 assistance. Includes distributions for all families, new admissions, and end of participations.

FSS Enrollments Report summarizes information about families enrolled in the FSS program in the past 15 months.

FSS Enrollee Progress Report summarizes information about families currently enrolled in the FSS program.

FSS Delinquencies Report summarizes statistics to monitor the performance of PHAs who implement the FSS program.

FSS Exits Report summarizes information about families who exit the FSS program

SUMMARY (SECTION 8) REPORT

Rent and Rent Burden Report (*Section 8 only*) summarizes general information about rents in relation to the fair market rent (FMR) and the relation of rent payments to income.

Budget-Related Averages Report (*Section 8 only*) provides averages for gross rents, total tenant payments, and assistance payments by unit size.

Special Housing Types Report (*Section 8 only*) summarizes the number and percent of families who reside in special housing types, e.g., SRO, IGR, OFTO, Preservation project.

Participant Handout

Mobility and Portability Report (*Section 8 only*) summarizes the profile of households who receive Section 8 assistance and exercise mobility or portability moves.

DETAILED REPORTS

***Housing Agency (HA) Delinquency Report** summarizes the number of Form HUD-50058s PHAs transmitted to MTCS in the last month, 3 months, 6 months, and 12 months.

Eligibility and Admissions Discrepancy Report provides the name, social security number and project number for each family identified as over-income at admission or assigned to a unit larger or smaller than the HUD standard.

List of New Admissions Report provides a list of all new admissions for a three, six, nine or twelve month period as requested by the user. Lists the name, social security number, and characteristics of each family.

Unit Assignments Discrepancy Report provides a list of households identified as over or under housed.

Late Reexaminations Discrepancy Report provides a list of families for which the PHA did not submit a reexamination in the past 15 months or within the projected next reexamination date.

Late Home Quality Standards (HQS) Inspections Discrepancy Report provides a list of families who reside in a unit in which the PHA did not submit a Home Quality Standards (HQS) Inspection in the past 15 months or within the projected next reexamination date.

Tenant Rent Calculations Discrepancy Report provides a list of families with actual rent payments over or under the PIH standard rent payment. Identifies as discrepancies calculated rents that differ from reported rent by more than \$10.

AD HOC SELECTION

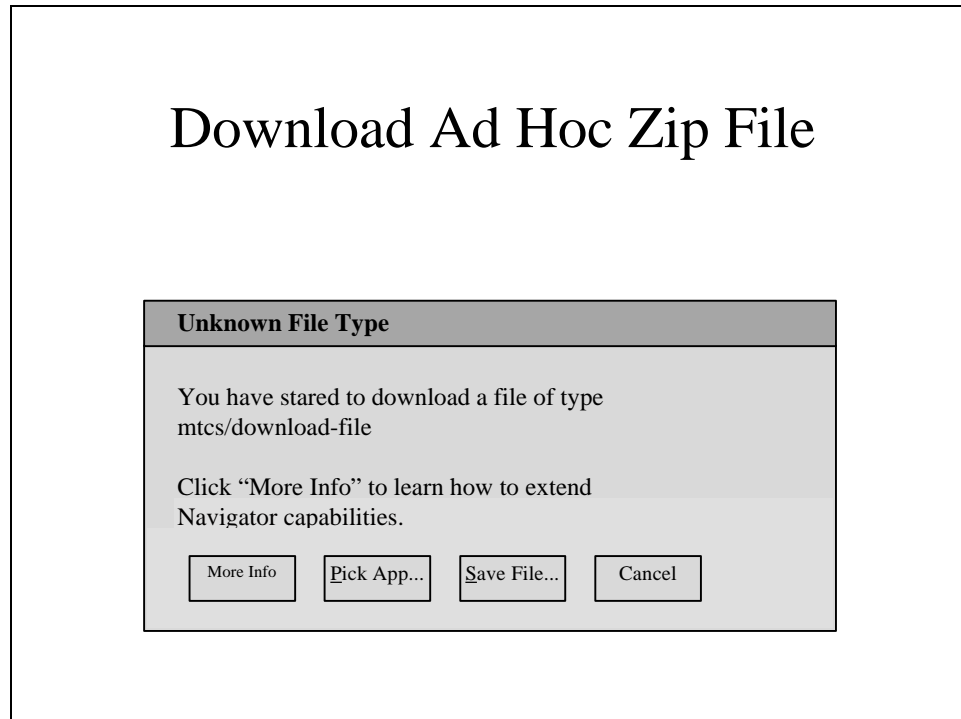
***Ad Hoc Selection** allows users to generate customized MTCS reports from a subset of Form HUD-50058 data fields.

** reports important for Notice PIH 99-2 implementation*

Download Ad Hoc zip file

From the Ad Hoc Selection Menu:

- Select **Download data in zip format**



When you select **Download data in zip format**:

- Select **save file...** button in the pop up window
- Locate the directory where you would like to save the file
- Click **Save**
- Unzip your file with your zip/unzip application
- The zip/unzip application creates a new file with the converted information in a *.txt format

Open the application where you wish to import the file. Follow the steps in the Help function or software documentation for instructions to import comma-separated or delimited files into your selected application